

CATALOG CHECKLIST

(Minimum Standards, C.R.S. 12-59-106)

School _____ Catalog Volume & Date _____

- _____ 1. Name and physical address of the school
- _____ 2. Catalog volume number _____ and date of publication _____
- _____ 3. In-state school statement: "Approved and Regulated by the Colorado Department of Higher Education, Private Occupational **School Board**."
- _____ 4. Out-of-state school statement (if applicable): "Agents licensed by the Colorado Department of Higher Education, Private Occupational **School Board**"
- _____ 5. Table of contents with applicable page nos.
- _____ 6. Names of owners and officials, including any governing boards
- _____ 7. School calendar: _____ holidays; _____ enrollment periods; _____ beginning & ending dates of term; _____ courses or programs
- _____ 8. Entrance requirements: _____ enrollment procedures; _____ including late enrollments if permitted
- _____ 9. Description of placement assistance **OR** disclosure of no placement assistance
- _____ 10. Attendance policy: _____ requirements; _____ unsatisfactory attendance; _____ re-admittance; _____ probation policy; _____ leaves of absence; _____ minimum assignments required for correspondence courses (if applicable)
- _____ 11. Progress policy: _____ measurement and evaluation; _____ grading system; _____ unsatisfactory progress; _____ probation; _____ leaves of absence; _____ dismissal; _____ re-admittance; _____ probation policy; _____ fees due to absence
- _____ 12. System of reporting grades to students
- _____ 13. Conduct policy (dismissal, re-admission, etc.)
- _____ 14. Description of facilities, equipment and teaching aides exclusive of basic supplies
- _____ 15. Description of each approved educational program: _____ objectives; _____ tuitions; _____ fees; _____ length; _____ number of lessons or units of instruction [type of instruction, i.e. correspondence, on-line, classroom]; and, (if applicable) _____ additional costs to the student for make-up hours required for completion of program; and _____ designation of credit hours as semester or quarter
- _____ 16. Credit for **previous** training, education, or experience; transferability of credit statement (see 17)
- _____ 17. A statement that the *"school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution."*
- _____ 18. Proper identification of catalog addenda, if applicable
- _____ 19. Refund Policy
 - _____ a. Provides a full refund if student is not accepted by the school
 - _____ b. Provides 3-day cancellation right except when student has started training
 - _____ c. Identifies penalty fee after 3-day cancellation right and prior to beginning of program
 - _____ d. Provides a full refund if education service is discontinued by the school, except if the school ceases operation.
 - _____ e. Identifies method of determining the official date of termination
 - _____ f. Refund formula including cancellation charge is consistent with statute
 - _____ g. Provides refund within 30-days of termination
 - _____ h. Policy is easily understood and clearly visible to applicant
 - _____ i. Statement that the policy for the granting of credit for previous training shall not impact the refund policy
 - _____ j. Identifies basis for refund **(time-based for residential training OR lesson-based for distance education)**
- _____ 20. School's "Student Grievance Procedure" clearly identified
- _____ 21. A statement informing students that complaints may be filed **online** with the Division of Private Occupational Schools and there is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints. **Include** the Division's website address: highered.colorado.gov/dpos and phone number: 303/866-2723.
- _____ 22. Disclose that apprenticeship councils do not accept training from trade schools for advanced placement if program is in the apprenticeship area, if applicable
- _____ 23. The school's policy regarding postponement of starting date and the effect on student's right to a refund

(Signed)

(Title)